

T-2139

**U.S. DEPARTMENT OF INTERIOR  
BUREAU OF INDIAN AFFAIRS**

**DIVISION OF TRUST FUNDS  
ACCOUNTING**

**TRIBAL TRUST FUNDS  
TRAINING MANUAL**

**Prepared by Division of Trust Funds Accounting  
June 14, 1991**

AIRR 75-04-0605  
Box 4 "Tribal Trust Fund  
Training Manual"

**COPY**

DIVISION OF TRUST FUND ACCOUNTING  
BRANCH OF TRIBAL TRUST  
TRAINING AGENDA

Time

Monday - June 17, 1991

I. Overview

1:00-2:45

- A. Introduction
- B. Governmental Accounting Requirements
  - 1. ALC's - Agency Location Codes
    - a. 14200650 - Tribal/Investments
    - b. 14200651 - Tribal/IIM
    - c. 14200699 - Administrative
    - d. 14204844 - Individual Indian Monies
  - 2. Blanket Appropriations
    - a. 14 x 8365
  - 3. Treasury and OMB Reports
    - a. SF 224 - for each ALC except 4844
    - b. SF 133 - for 8xxx appropriations
- C. BIA's Finance System
  - 1. Fund Groups
  - 2. Finance Tables
    - a. Tables 1 through 10
    - b. Transaction codes, Elements, Components
  - 3. Finance System Reports
    - a. General Ledger Detail - Compressed
    - b. Monthly Journal of Transactions
    - c. Summary/Detail of Trust Funds

II. Tribal Trust Funds

3:00-4:00

- A. Fiduciary Responsibility of the Bureau
  - 1. Investing of Trust Funds
    - a. Overnight Investment
    - b. Securities/Time Deposits
- B. Overview of Trust Funds
  - 1. Judgment Funds
  - 2. Proceeds of Labor Accounts

III. Treasury Deposit and Disbursements Processes

4:00-5:00

AIRR 75-04-0605  
Box 4 "Tribal Trust Funds  
Training Agenda"

**Tuesday - June 18, 1991**

**TIME**

- IV. **BIA Collections** 8:00-12:00
- A. Judgment Awards - 1
  - B. Proceeds of Labor
    - 1. EFT'S
    - 2. Field Collections - 1
    - 3. SF 1081's - 1 (12/15)
- V. **BIA Disbursements** 1:00-5:00
- A. EFT Disbursements
    - 1. SF 1166 - process
  - B. CHECKS
    - 1. Tribal Drawdown
    - 2. Per Capita
  - C. CHECK CANCELLATION PROCESS
    - 1. SF 1098 & 1184

**Wednesday - June 19, 1991**

- VI. **Investments** 8:00-9:00
- A. Overnight Tribal Investment
    - 1. Overnight Investment Calculation
    - 2. Overnight Interest Distribution
- VII. **Transfer of Funds** 9:00-9:45
- A. BF 349's Procedures -
    - 1. Preparation - manual
    - 2. Accounting Information
  - B. SF 1081
- VIII. **Reports** 10:00-12:00
- A. Tribal Trust Funds Reports
    - 1. Detail & Summary Report2
      - a. Investment Activity
    - 2. Manual Control Cards
      - a. Investment Cards

DIVISION OF TRUST FUNDS ACCOUNTING  
BRANCH OF TRUST FUNDS

DIVISION OF TRUST FUNDS ACCOUNTING  
BRANCH OF TRIBAL TRUST FUNDS

INTRODUCTION:

The Bureau of Indian Affairs (BIA) was established to provide services for the Native Americans. This includes Social Services, Trust Services, Economic Development, Education, etc. Initially, Administrative Accounting was responsible for the accounting on all these programs. In 1986, the Branch of Trust Funds Accounting (BTFA) was established to monitor and account for all Trust Funds. This branch was under Administrative accounting until 1990, when the Office of Trust Funds Management was established to assume this role. The Division of Trust Funds Management currently the Division of Trust Funds Investments (Investments), was established to manage (invest) all funds mandated by law to be invested. This division was also under different management. This reorganization consolidated Investments and the BTFA under common management; Director, Office of Trust Funds Management. In addition, two new divisions, the Division of Supervised Accounts and Division of Trust Income Collection were established.

Trust Funds includes Tribal Funds, Individual Indians Monies, Contributed Funds, and Alaska Native Escrow Funds. Appropriated Funds which includes funding for the various programs, and Administrative costs to operate the Bureau are not included in this project.

The trust funds included in the reconciliation project are the Tribal Funds and the Individual Indian Monies. This section of the training deals primarily with accounting procedures and documents related to Tribal funds.

The hierarchy or the organization structure is as follows:

1. Secretary of Indian Affairs -- Washington, D.C.
2. Central Offices--Washington, D.C. and Albuquerque offices.
3. Area Offices--There are currently 12 areas.
4. Agencies--There are approximately 80 agencies.
5. Tribal Offices--There are approximately 400 tribes.

This is presented here to give you an idea of the flow of documents up and down the organization structure.

GOVERNMENTAL ACCOUNTING REQUIREMENTS

## GOVERNMENTAL ACCOUNTING REQUIREMENTS

As a Governmental Agency, the BIA is subject to reporting requirements of the U.S. Department of Treasury (Treasury), and the Office of Management and Budget (OMB). Such reporting requirements relate to receipt and disbursement activity as it affects funds held by the Treasury on behalf of the BIA. These reporting requirements are incorporated in Treasury Fiscal requirements Manual for the Treasury and Circular No. A-34, Memorandum No. 11 dated August 26, 1985 for OMB. These manuals regulating the BIA are lengthy and more detailed than is necessary to gain a basic understanding of the monthly reports, however they are available as needed for reference to specific sections. Relevant excerpts related to the BIA reporting requirements have been copied here.

Please read 1 TFM 2-1000 Introduction.

As stated in this introduction, the Secretary of the Treasury is responsible for the system of central accounting and financial reporting to the government. Treasury, therefore, controls the assignment of receipt, appropriation and other fund account symbols consistent with principles and standards prescribed by the Comptroller General of the United States.

Please refer to excerpt on FEDERAL ACCOUNT SYMBOLS AND TITLES Supplement to Vol. 1 of Treasury Financial Manual. This section lists all appropriations assigned to each agency, the title, and the legal law under which it was established.

This page pertains to Trust Funds and Tribal appropriation 14X8365 and is listed here. This is to apprise you of the fact that there is a list of appropriations, if for research purposes you need to identify a particular appropriation.

AGENCY LOCATION CODE:

Treasury assigns the AGENCY LOCATION CODE (ALC) which is an 8 digit number that identifies all agencies within the government.

The number is configured as follows:

14-- first two digits denote the department( # 14 identifies the Department of Interior).

20-- next two digits denote the bureau within the department. (# 20 is assigned to BIA).

06xx-- the last four digits identify the division or office within the Bureau.

The Bureau of Indian Affairs has currently four ALC'S:

14200699-- Has always been used for appropriated funds and trust funds.

14200650-- Is used for Investment activity on all trust funds.

14X4844-- Is a disbursing symbol for Individual Indian Monies

14200651-- Newly established--implemented in 1991.



# EXCERPT - VOL 1 , T.F.M.

## APPROPRIATION AND OTHER FUND ACCOUNT SYMBOLS AND TITLES

	Management (T)	
14X6801	Deposits, Alaska National Interest Lands Conservation Act, Bureau of Land Management	43 USC 1635

### Trust Funds

14X8037	Donations, National Park Service	16 USC 6
14X8052	Preservation, Birthplace of Abraham Lincoln, National Park Service	16 USC 212
14X8060	Bequest of George C. Edgeter, Relief of Indigent American Indians, Bureau of Indian Affairs	25 USC 451
14X8068	Jefferson National Expansion Memorial, Contribution, National Park Service	16 USC 450jj
14X8069	Land and Resources Management Trust Fund, Bureau of Land Management	43 USC 759-761, 887
14X8070	Reclamation Trust Funds, Bureau of Reclamation	43 USC 395, 396
14X8151	Sport Fish Restoration Account, United States Fish and Wildlife Service	98 Stat. 1015- 1021
14X8215	Construction (Trust Fund), National Park Service	93 Stat. 960
14X8216	Contributed Funds, United States Fish and Wildlife Service	16 USC 661
14X8287	Contributed Funds, Bureau of Mines	31 USC 1321
* 14X8365	Indian Tribal Funds, Bureau of Indian Affairs	31 USC 1321
14X8366	Cooperative Fund (Papago), Bureau of Indian Affairs	96 Stat. 1284; 97 Stat. 327
14X8368	Navajo Rehabilitation Trust Fund, Bureau of Indian Affairs	25 USC 649D-30
14X8562	Contributed Funds, Geological Survey, Interior	43 USC 50
14X8563	Funds Contributed for the Advancement of the Indian Race, Bureau of Indian Affairs	25 USC 451
14X8565	Trustee Funds, Alaska Townsites, Bureau of Land Management	31 USC 1321

CC

All reporting to Treasury is done using these ALCs as identification numbers.

All Treasury documents which usually begin with SF-XXXX are prepared using one of the above ALCs.

Appropriation Symbols:

Please refer to 1 TFM 2-1500 -Description of Accounts Relating to Financial Operations.

Treasury with OMB assign symbols to agencies. All Governmental transactions are identified with applicable fund groups and classified within fund groups through the assignment of numeric or alphanumeric account symbols (or combinations thereof). The Public Law governing the appropriated funds or special settlement cases, and the reporting requirements contained within the law, determines whether or not a special account symbol will be assigned.

Trust funds as noted in the TFM begin with an 8. Treasury has reserved appropriation symbols 8000 to 8999 for Trust funds.

The current Treasury trust fund appropriation symbol assigned to tribal is 8365. It is usually referred to as 14 X 8365. This is a blanket appropriation for all Tribal funds. In the earlier years, Treasury had all tribal appropriation accounts on its books. When this was discontinued, the BIA Tribal trust fund was assigned this blanket appropriation.

The X indicates the availability of funds. Most appropriated funds are to be expended in a single budget year and as such are denoted with a number such as 1 for FY 91. All trust funds are denoted with an X indicating that these are no year funds, meaning the funds are available for an indefinite time.

TREASURY AND OMB REPORTS:

Reports are required either monthly or yearend by both the Treasury and OMB. The following reports are currently generated by the Branch of Tribal Trust Funds.

<u>Reports</u>	<u>Title</u>	<u>Frequency</u>
SF 224	Statement of Transactions	monthly
TFS 2108	Yearend Closing Statement	yearend
SF 220	Report on Financial Condition	"
SF 220-1	Additional Financia Inform.	"
SF 220-8	Direct/Guaranteed Loans Rept. by Agency and Prog. Due Public	"
SF 220-9	Report on Accts and Loans Rec. Due from the Public	"
SF 221	Report on Operations	"
SF 222	Report on Cash Flow	"
SF 223	Report on Reconciliation	"
SF 133	Report on Budget Execution	monthly

These reports will not be dealt with in any kind of detail, except for the following which are the monthly reports reporting all the receipt and disbursement for the month.

**SF 224:**

Statement of Transactions is prepared monthly for each ALC assigned to the Bureau. The SF 224's prepared by this office are manually prepared. This report lists all receipts and disbursements made under each ALC. The Branch of Tribal Trust Funds prepares the SF 224 for 14200650 and 14200651.

**SF 133:**

Report on Budget Execution is sent to OMB. This report and SF 224 must be in agreement. This report is also manually prepared based on SF 224's from ALC'S 14170001, 14200699, 14200650 and 14200651. Figures from the 1219/1220 report which is prepared by Investments is also used. A report is prepared for appropriations 8365, 8366, 8368, 8070, 8563.

These two reports are based on accomplished documents processed by our agencies, areas, and central offices and may not necessary reflect what has been posted to the Finance System.

There are basically two major reasons why the reports do not agree to the Finance system: 1) timing difference i.e. a receipt collected in a remote site on the last day of the month might not be posted to the Finance System, 2) nonreceipt of documentation i.e. investment documents reported on the 224 might not be received by the Division of Trust Funds Accounting on a timely basis if at all. We are not aware of what has been reported to Treasury by other agencies until a Statement of Differences is received.

The Statement of Differences is generated by Treaury from the SF-224 process. This has to be reconciled and corrections made by the 6th month following the reporting period.

The SF 133 is prepared using the information submitted on the SF-224's. If the SF 224 is incomplete or in error, then the SF 133 is also in error. The SF 133 data is reconciled to Form 6653 which is also generated by Treasury.

BUREAU OF INDIAN AFFAIRS FINANCE SYSTEM

## BUREAU OF INDIAN AFFAIRS FINANCE SYSTEM

The BIA's accounting system (Finance system) is designed to account primarily for appropriated funds and to generate automated reports such as the 224 and the 133's. The system is table driven and has edits based on these tables. Since both trust and appropriated funds are entered into the same system, different accounting codes were designed to identify different types of transactions and to ensure trust transactions were recorded in the proper accounts and fund groups.

Since the Finance System did not have the capability for daily updating, other subsidiary systems were used. Manual Control Cards were used to keep track of daily balances for trust funds. In addition, an EZ Trieve system was in place for several years, however, both of these were discontinued in 1986. The balances in the Finance System, which is the BIA's official accounting system, is now used for all reports.

Following are the basic things an individual has to be familiar with when working with the Finance System.

### FUND GROUPS:

The Finance System is set up by fund group and each has its own accounting data depending on the collection, disbursement and reporting requirements.

Fund Groups are used to segrate accounts based on similar sources and uses.

The following lists the funds currently in use.

<u>Fund Group</u>	<u>Title</u>
1	General and Special (Appropriated Funds)
2	Revolving Funds
3	Power and Irrigation
4	Contributed and Alaska Native Escrow Fund
** 5	Tribal Funds
6	Individual Indian Monies

## FINANCE TABLES:

As stated earlier, the Finance System is table driven. The tables route the computer programs to different charts to check the validity of the accounting codes being used to enter a transaction. This helps to generate reports based on correct accounting data for each fund group. The accounting codes applicable to each fund group are found in the following tables:

<u>Table No.</u>	<u>Title</u>
01	Program Element Structure (Income & Disbursement Codes)
02	Activity Description (26xx codes)
03	Tribal Appropriation (7xxx and 9xxx)
04	Agency-Location
06	Transaction Codes/Accounting or External Codes
07	General Ledger Structure
08	Object Class
10	FIXS (State and County info)

The tables most helpful in determining the nature and origin of a transaction will be Tables 01, 02, 03, 06.

#### TABLE 1 - ELEMENTS AND COMPONENTS:

The elements/components identify the source of income or the type of disbursement. Table 1 has a list of all elements and components used in the Finance system. The table is about 4 inches in depth and only a sample of that sections that pertains to Tribal is attached. The income codes for tribal begin with 97XX and disbursement codes are 09XX.

#### TABLE 2 - ACTIVITIES:

Activites are sub-accounts to the appropriations. All appropriations, regardless of fund group, have activities. This was done primarily for budgetary monitoring of expenditures. Table 2 lists all activities and some additional information as shown on the sample.

Activities for tribal trust will be discussed in more detail later in the session on judgment funds.

#### TRIBE CODE:

Each tribe is identified by a 3 digit numeric code. These were assigned years ago by Washington, D.C. office. These were based on reservation codes and assigned to federally recognized tribes. The Branch of Tribal Trust has not assigned any of these. There are tribal codes that begin with an alpha character, ie. A60 , this identifies an appropriation and funds that belong to more than one tribe. The alpha designation is also used to identify a group of individuals whose recognition as a tribe is still pending or it also can refer to a lineal descendancy group.

On the finance system, this 3 digit tribe code is entered in the field that is titled "Location Code".

Table 3 is the one table controlled by Branch of Tribal Trust. This table sets up new appropriation accounts, 7XXX and 9XXX, for a tribe. The appropriation is set up based on an Area and tribe code.



# TRIBAL ELEMENT COMPONENTS

<u>CODE</u>	<u>INCOME (ELEMENT COMPONENTS):</u>
-9700	Prior Year - Tribal - Income
00	INTEREST EARNINGS ON TRIBAL FUNDS;
-9701	Interest on Funds in U.S. Treasury
-9702	Interest Earnings on funds in IIM Accounts
-9703	Int. Earnings in Funds in Time Deposits - Bureau Level
-9704	Int. Earnings on Funds in Time Deposits - Field Level
-9705	Earnings on Treasury Securities - Bureau Level
-9706	Earnings on Treasury Securities - Field Level
-9707	Earnings on Non-Treasury Securities - Bureau Level
-9708	Earnings on Non-Treasury Securities - Field Level
-9709	Earnings on Notes Receivable
10	LEASES, PERMITS, RENTALS & LICENSES:
-9711	Business
-9712	Fishing
-9713	Grazing
-9714	Hunting
-9715	Land
-9716	Mining (Minerals, Sand & Gravel)
-9717	Oil & Gas
-9718	Prospecting
-9719	Residential
-9720	Other
-9721	Grazing - Assigned Income
-9722	Agricultural - Assigned Income
40	ROYALTIES AND BONUSES:
-9741	Bonus - Minerals
-9742	Bonus - Oil & Gas
-9744	Royalties - Other Minerals
-9745	Royalties - Sand & Gravel
-9746	Royalties - Other
-9747	Royalties - Osage ONLY
-9748	Royalties - Coal

<u>CODE</u>	<u>INCOME (ELEMENT COMPONENTS):</u>
50	<b>SALES:</b>
-9751	Gravel & Stone
-9752	Land
-9753	Livestock
-9754	Other Forest Products
-9755	Timber and Stumpage
-9759	Other
60	<b>FEES AND FINES:</b>
-9761	Fines
-9762	Lease Fees
-9763	Timber Sale Fees
-9764	Trespass Fees
-9769	Other Fees
70	<b>RIGHT-OF-WAY AND EASEMENTS:</b>
-9771	Floor Control
-9772	Pipelines
-9773	Roads
-9774	Utilities
-9779	Other
80	<b>CLAIMS AND SETTLEMENTS:</b>
-9781	Damage Payments
-9782	Judgement and Claims
-9783	Mineral Income - Revenue from Public Land
-9784	Mineral Income - Revenue from Alaska
-9785	Federal Payment - Alaska Native Escrow fund
-9789	Other
80	<b>CLAIMS AND SETTLEMENTS:</b>
-9781	Damage Payments
-9782	Judgement and Claims
-9783	Mineral Income - Revenue from Public Land
-9784	Mineral Income - Revenue from Alaska
-9785	Federal Payment - Alaska Native Escrow Fund
-9789	Other
90	<b>OTHER RECEIPTS:</b>
-9795	Fund Transfers Between Activities - Awards
-9799	Other Receipts

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Element Component (Cost) - Tribal

0961 Per Capita and Other Payments to Indians  
0962 Transfer of Tribal Funds to Indian Tribes  
0986 Energy Reduction Program  
0990 General Operations

Element Components - IIM

0611 Individual Indian or Organization  
0650 Advance Deposit Non-Interest Bearing -  
0670 ISSDA Deposit Funds - Other

Element Components for Investment Transaction

0612	P	Per Capita Payment FM Tribal Fund
0620	SB	Undistributed Int-Group Earnings Bureau Level
0621	SC	Undistributed Int-Group Earnings Field Level
0622	SR	Undistributed Interest Special Reports
0623	SD	Undistributed Int-Field Dist Bureau Level
0624	SE	Earnings-Bank Time CD's
0625	SF	Earnings from Gov Securities
0626	SG	Capital Gains
0627	SH	Capital Losses
0628	SI	TCD Int Purchased from Tribe
0629	SJ	Earnings from SBA Loans
0630	SK	Bank TCD Central Office Level
0631	SK	Bank TCD Purchased from Tribe
0640	SL	Funds in Banks Time Dep Field Level
0686	SN	Energy Reduction Programs
0810	SP	Investment and Securities Group
0811	SQ	INT Purchased on Treasury Sec Bureau Level
0812	SR	Discount on Treasury Securities Bureau Level
0820	SS	Invest Securities U.S. Treasury Field
0822	SY	Discount on Treasury Securities Field Level
0830	SU	Securities Group Bureau Other Than U.S. Treasury
0831	SV	Int Purchased Ser Other Than U.S. Treasury
0832	SU	Sec-GRP-IIM-Other Than Treasury
0833	SV	Int Purchased Other Than TCD IIM
0840	SW	Sec Other Than U.S. Treasury Field
0841	SX	Int Pur on Sec Other Than U.S. Treasury Field

### AREA CODES AND AGENCY CODES:

The BIA is divided into 12 areas nation wide. Within the Area are established Agencies. The tribes are assigned to an Area and an Agency. The Area (Area Office and Agencies) is to assist all tribes in its locality. In order to identify which Area and Agency a tribe belongs to, Table 3 was set up with an Area/Agency Code. All 12 areas are designated by an alpha/numeric code. See attached for listing of all Areas and Agencies.

Tribe 707 is in Albuquerque Area, which is designated with an M. The agency it belongs to is Laguna, which is identified with number 21. The Area code for this tribe is M21.

### CHARTS:

Each fund, ie. Trust, IIM, etc. has its own chart. All these charts are incorporated in Table 6. The chart identifies the general ledger accounts to be debited and credited based on the transaction code and accounting code used. Some transactions have multiple debits and credits. Chart 12 is for Tribal Trust fund transactions.

The valid accounting data to enter transactions into the Finance System for each fund group is set up in the following charts:

<u>Chart No.</u>	<u>Title</u>
1	General Funds - Appropriated
2	Clearing Accounts
3	Irrigation Operating and Maintenance (O & M)
4	Irrigation Construction
5	General Construction
6	Deposit Funds
7	Miscellaneous Treasury Receipts
8	Revolving Funds (1300-1310)
9	Irrigation & Power Systems
10	Revenues- Indian Arts and Crafts
11	Contributed Funds and ANEF
** 12	Tribal Trust Funds
13	ISSDA -- Individual Indian Monies

Basically you will be working with charts 12 and 13 with an overlap into chart 1.

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BUREAU OF INDIAN AFFAIRS  
BRANCH OF TRIBAL TRUST FUND ACCOUNTING  
AREA AND AGENCY LISTING

AOO ABERDEEN AREA OFFICE

A01 Cheyenne River Agency  
A04 Fort Berthold Agency  
A05 Fort Totten Agency  
A06 Pine Ridge Agency  
A07 Rosebud Agency  
A08 Yankton Agency  
A09 Sisseton Agency  
A10 Standing Rock Agency  
A11 Turtle Mtn Agency  
A13 Winnebago Agency

BOO ANADARKO AREA

B04 Horton Agency  
B05 Concho Agency  
B06 Anadarko Agency  
B07 Pawnee Agency  
B08 Shawnee Agency

C50 BILLINGS AREA

C51 Blackfeet Agency  
C52 Crow Agency  
C55 Fort Belknap Agency  
C56 Fort Peck Agency  
C57 Northern Cheyenne Agency  
C58 Wind River Agency  
C59 Rocky Boy's Agency

EOO JUNEAU AREA

E01 Anchorage Agency  
E02 Bethel Agency  
E03 Fairbanks Agency  
E04 Nome Agency  
E07 Seattle Support Center  
E09 Southeast Agency

F50 MINNEAPOLIS AREA

F51 Sac & Fox AFO  
F52 Red Lake Agency  
F53 Minnesota Agency  
F55 Great Lakes Agency  
F57 Minn-Sioux AFO  
F58 Menominee AFO

H50 PHOENIX AREA

H51 Colorado River Agency  
H52 Fort Apache Agency  
H54 Papago Agency  
H55 Salt River Agency  
H57 Pima Agency  
H50 San Carlos Agency  
H61 Western Nevada Agency  
H62 Unitah & Ouray Agency  
H63 Fort Yuma Agency  
H65 Hopi Agency

J50 SACRAMENTO AREA

J51 Cent California Agency  
J52 Hoopa/No. Calif Agency  
J53 Palm Springs Area Field Office  
J54 Southern California Agency

M00 ALBUQUERQUE AREA

M20 Southern Pueblos Agency  
M21 Laguna Agency  
M25 Northern Pueblos Agency  
M40 Southern Ute Agency  
M45 Ute Mountain Agency  
M50 Jicarilla Agency  
M60 Mescalero Agency  
M70 Zuni Agency  
M75 Ramah/Navajo Agency

NOO NAVAJO AREA

N32 Shiprock Agency  
N33 Eastern Navajo Agency  
N34 Western Navajo Ag.-Tuba City  
N35 Chinle Agency  
N36 Fort Defiance Agency

P00 PORTLAND AREA

P01 Siletz Agency  
P03 Colville Agency  
P04 Fort Hall Agency  
P05 Northern Idaho Agency  
P06 Olympic Peninsula Agency  
P07 Umatilla Agency  
P09 Warm Springs Agency  
P10 Puget Sound Agency  
P11 Yakima Agency  
P12 Spokane Agency  
P13 Flathead Agency

AREA AND AGENCY LISTING (Continued)

MUSKOGGE AREA

G03 Ardmore Agency  
G04 Miami Agency  
G06 Osage Agency  
G07 Okmulgee Agency  
G08 Tahlequah Agency  
G09 Talihina Agency  
G10 Wewoka Agency

S50 EASTERN AREA

S51 NY Liason Office (Seneca Nation)  
S52 Cherokee Agency  
S53 Seminole Agency  
S54 Miccosukee Agency  
S78 Choctaw Agency

CODE SHEET:

A code sheet as shown on the following page is used to enter transactions into the system. As stated earlier, the tables are used for editing as the transactions are processed. The code sheet indicates which field is edited with which table. For example the table 3 edits the tribe code with the appropriation. If a wrong tribe code is entered for the appropriation, it will be rejected by the system. The transaction has to be reentered after validating the tribe code and appropriation number.



### FINANCE SYSTEM REPORTS:

Each month, a general ledger is generated for each fund group and for each Area. Each area receives its own general ledger. A bureau level report is provided to Central Office staff. This information is available on microfiche by Area for each month. Each set has the following account groups:

<u>Type</u>	<u>Account Group</u>
A	Cash and Budgetary
B	Securities, Imprest and Deposits
C	Retirement and Insurance
D	Non-Cash and Other
N	Non-Add Statistical

The data for all 12 areas is consolidated into the compressed general ledger. This is not available on microfiche.

Every month the following reports are generated for each fund group and sent to each area and agency:

1. General Ledger Processing Report (Exhibit I)  
This report provides each area the breakdown by Agency on the general ledger account.
2. Monthly Journal of Transactions (Exhibit II)  
Lists all transactions entered during the month, regardless of the effective date.
3. Summary and Detail of Trust Funds Report  
This is a cumulative report on all receipts and disbursements of tribal trust funds.

NOTE: Same format used to generate Summary and Detail Contributed, ANEF, and Power and Irrigation.

The summary and detail reports will be covered in more detail later in the session

5. Compressed General Ledger-Bureau level (Exhibit III)
6. G/L Detail List (Exhibit IV)

Please refer to samples of the report.

4TE 06/12/91

GENERAL LEDGER ACCOUNTS

PAGE 22

		TRIBAL TRUST FUNDS				
----- ACCOUNT DESCRIPTION -----	ACT GRP	ACCT NO	NORM BAL	BEGINNING YEAR BALANCE	BEGINNING MONTH (CURRENT YEAR)	CURRENT MONTH CURRENT BALANCE
ASH BAL START OF YEAR	A	101.10	DB	140,550.37CR	0.00	0.00 140,550.37CR
PPROP & TRANS - NET	A	101.20	DB	0.00	129,545,425.95	159,109,863.54 288,655,289.49
UR YR DISB	A	101.31	DB	0.00	3,803.66CR	0.00 3,803.66CR
UR YR DISB UNMATCHED PAID RDO	A	101.32	DB	0.00	15,512.02CR	49,407.07CR 64,919.09CR
UR YR DISB INTRA-BUR	A	101.40	DB	0.00	12,195,575.95CR	11,241,606.25CR 23,437,182.20CR
CUR YR REPAYMTS INTRA-BUR	A	101.60	DB	0.00	39,852.01	29,111.35 68,963.36
ADVICES OF CHRG & COLLECTION	A	101.90	DB	0.00	117,365,710.41CR	147,866,593.81CR 265,232,304.22CR
IL START OF YR	A	102.10	DB	33,330,009.91CR	0.00	0.00 33,330,009.91CR
RECEIPTS ALLOTTED	A	102.20	DB	0.00	129,545,425.95CR	159,109,863.54CR 288,655,289.49CR
CUR YR RECEIPTS	A	102.71	DB	0.00	65,780,979.46	48,515,515.16 114,296,494.62
CUR YR APPRO REC INTRA-BUR	A	102.80	DB	0.00	33,381,081.98	17,690,015.66 51,071,997.64
CUR YR ADVICES OF COLLECTION	A	102.90	DB	0.00	88,752,762.60	58,558,937.86 147,311,700.46
ACCT REC. - REFUNDS	A	111.00	DB	2,712.79	0.00	0.00 2,712.79
ACCT/PAY DUE TO FEDERAL AGENCIES	A	200.10	CR	859,422.88	3,541.44DB	2,870.41DB 853,011.03
A/P - NON-FEDERAL	A	200.20	CR	424,070.26DB	360,520.00DB	9,493.65DB 784,083.91DB
ACCT/PAY - INTRANSIT TO RDO - FEDERAL	A	200.30	CR	2,336.77	15,512.02	49,407.07 67,255.86
UNMATCHED SCH. PD BY RDO	A	200.50	CR	2,336.77DB	15,512.02DB	49,407.07DB 67,255.86DB
UNAPPROP FUNDS	A	422.00	CR	33,330,009.91DB	58,370,298.09	34,345,394.86DB 9,305,106.68DB
NET BL - TRIBAL AUTH - AREA	A	425.00	DB	0.00	39,054,566.05CR	25,244,114.09CR 64,298,680.14CR
ALLOTMENTS-NET	A	700.00	CR	573,190.20DB	129,545,425.95	159,109,863.54 288,082,099.29
AUTH TRANS TO TRBS	A	760.10	CR	0.00	39,054,566.05DB	25,244,114.09DB 64,298,680.14DB

EXHIBIT I - Bureau Level

COPI

TRIBAL TRUST FUNDS

### FIDUCIARY RESPONSIBILITY:

The Fiduciary responsibility of the federal government to Native Americans started in 1820. The first treaty setting up a tribal fund was the Choctaw Treaty of 1820, 7 Stat. 210. The treaty was a removal treaty providing for the cession of lands in Mississippi in exchange for lands west of the Mississippi River. Article 7 provided that part of the ceded lands should be sold and the proceeds deposited into a fund "to be applied to the support of the Choctaw schools, on both sides of the Mississippi River". The treaty further provided for the "whole (of the funds) to be placed in the hands of the President of the United States, and to be applied by him, expressly and exclusively, to this valuable object." This type of arrangement was the exception to the usual practice of paying annuities directly to the tribes from congressional appropriations.

The first treaty that authorized the investment of tribal annuity funds in stocks was also with the Choctaw in 1825. Then in 1831, in a Treaty with the Senecas, the first tribal fund on which the United States agreed to pay interest was established. During the 1860's, it was fairly common to find tribal funds being held in the Treasury of the United States.

The fiduciary responsibility to Native Americans was transferred from the Department of War to the Department of Interior in 1849.

Currently, the BIA has the fiduciary responsibility to invest the tribal funds held in trust. This is why the BIA has tried to implement improved methods of collections in order to get these funds invested as soon as possible. The result is that we have two vehicles with which to invest funds. One is the overnight investment which is a daily investment and the other is with longer term investments which are processed by the BIA Investment Division.

### TRIBAL TRUST FUNDS

Trust funds are deposited into the Treasury via the Federal depositories (local banks) or the Federal Reserve Bank in New York. The checks received locally are deposited into a local bank. Other funds are electronically wire transferred to the Federal Reserve Bank by the vendor's bank. Both types of deposits require the ALC and appropriation number assigned by Treasury. The tribal funds are deposited using ALC 14200699 and/or Appropriation 14x8365. As stated earlier this is a blanket appropriation identifying Indian Trust funds at the Treasury level.

Once the funds are received by the Bureau under 14 X 8365, they are recorded into the subsidiary accounts which identifies them down to the tribal level. The receipts are credited to either the 7xxx or the 9xxx appropriation.

### JUDGMENT AWARDS --9XXX :

Judgment awards are monies awarded to tribes or a group of tribes as a result of settlement of claims against the U.S. Government for land and other disputes. Many of these claims were processed through the Indian Claims Commission Act of 1946. Prior to this, the Court of Claims processed and settled many claims against the United States. When the Indian Claims Commission was dissolved the claims were processed through the US Court of Claims. Presently we have approximately 15 cases still pending. Appropriation accounts are established as the judgment awards are settled and funds made available.

For information purposes, the following page indicates the number of cases settled and the dollars awarded by the Indian Claims Commission.

In order for the BIA to hold money in trust for a tribe(s) the tribe must be a federally recognized tribe, however, there are exceptions to the general rule. Currently, the BIA has some accounts that belong to descendants or a group of individuals. These types of accounts usually result because the group joined other tribes in the claims process. And they are entitled to a portion of a joint award. For example, in the Seminole judgment award, a group of individuals received a share of the award. This group is still waiting for their federal recognition and the funds are identified for Eastern Area with a tribe code A77. Since these funds are to be invested according to the Act, the BIA has to keep these in Trust for the group until a disposition is made of their case.

# Fiscal Year Totals of Dockets Completed and Awards<sup>1</sup>

Fiscal Year	Number of Dockets Completed		Number of Awards	Total Amount of Awards	Cumulative Total of Awards
	By Dismissals	By Awards			
1947	—	—		\$ —	\$ —
1948	—	—		—	—
1949	7	—		—	—
1950	12	—		—	—
1951	7	2	2	3,489,843.58	3,489,843.58
1952	8	3	3	2,998,220.02	6,488,063.60
1953	7	—	—	—	6,488,063.60
1954	8	1	1	927,668.04	7,415,731.64
1955	4	1	1	864,107.55	8,279,839.19
1956	1	3	3	1,515,494.95	9,795,334.14
1957	12	1	1	433,013.60	10,228,347.74
1958	10	4	4	6,860,238.54	17,088,586.28
1959	12	2	1	3,288,974.90	20,377,561.18
1960	7	13	8	21,588,007.51	41,965,658.69
1961	5	5	5	14,926,255.11	56,891,823.80
1962	5	2	3	18,063,859.65	74,955,683.45
1963	9	8	9	18,319,187.20	93,274,870.65
1964	7	9	11	15,796,254.69	109,071,125.34
1965	7	27	17	57,019,352.93	166,090,478.27
1966	2	12	11	38,701,569.58	204,792,047.85
1967	2	7	6	21,497,766.74	226,289,814.59
1968	3	23	16	43,576,732.73	269,866,547.32
1969	23	24	20	32,025,817.01	301,892,364.33
1970	2	14	13	44,254,099.43	346,146,463.76
1971	4	20	16	46,621,560.61	392,768,024.37
1972	11	14	10	33,078,111.56	425,846,135.93
1973	11	32	18	40,837,122.35	466,683,258.28
1974	11	24	20	46,409,564.06	513,092,822.34
1975	3	9	7	35,945,458.57	549,038,280.91
1976	—	15	11	63,055,867.25	612,094,148.16
Jul-Sep '76	—	5	4	27,825,465.90	639,919,614.06
1977	—	11	12	67,604,270.07	707,523,884.13
1978	4	31	24	110,648,722.51	818,172,606.64
	204	342	274		

<sup>1</sup>This tabulation includes final awards and dismissals entered by the Commission through September 30, 1978. The 342 dockets shown as completed by awards include 20 dockets not reported to the Congress as concluded. Seventeen of these dockets have final awards entered totaling \$88,137,342.21 on which appeal time is running (Dkts. 13-E, 15-D, 29-B and 311, 15-L, 29-1 and 216, 74, 133-A and 302, 272, 313, 314-A, 314-B, 332-C, and 352 and 369-A); two having final awards totaling \$31,596,419.79 are pending before the Court of Claims on appeals from the Commission's determinations (Dkts. 236-E and 326-K); and one having a final award of \$1,115,706.20 affirmed by the Court of Claims is pending on a petition to the Supreme Court for a writ of certiorari to the Court of Claims (Dkt. 169). Appeal time is running from orders dismissing three of the 204 dockets shown completed by dismissals (Dkts. 120, 130 and 252).

<sup>2</sup>The first Commissioners took their oaths of office on April 10, 1947.

The judgment funds are usually under close scrutiny by the tribes and congress. Expenditures on these funds is highly regulated. The expenditures are governed by the Act under which the funds were awarded (ie. when funds are awarded to a tribe, there are restrictions placed on the use of such funds). The restrictions governing the use of the funds under a specific award are documented in a tribal plan (Plan) which is prepared by the tribe and BIA and is approved by Congress or the Secretary of the Interior. The Plans can contain a variety of restrictions, and depend somewhat on the specific tribe's needs, for example, some plans do not allow per capita payments or restrict the payment to a certain percentage. Other plans only allow the interest earnings on the principal to be expended while the principal remains intact. The Plans for all of the judgment awards are available at Central Office, Alb.

Because of these type of restrictions the BIA set up "activities" or sub-accounts for each appropriation. The range of activities to be used with 9xxx accounts are 2600 to 2647. The list includes a multitude of programs the funds can be expended for.

When funds are received by the BIA, they are placed in activity 2600 which is titled "Receipt of Award". As plans are approved, funds are transferred from this activity into whichever program activity is to be used. Usually with each award, there are attorney fees and expert witness fees to be paid. Currently, these are processed by Branch of Tribal Trust and paid out of activity 2601 and 2602.

The judgment award accounts all have a corresponding interest account. Interest earnings on the principal amount are posted to the interest account. The interest account is 500 digits higher than the principal account, for example a 9150/2600 principal account will have an interest account of 9650/2600. There is a principal and interest account for each activity under the main appropriation. For a brand new award, if there are attorney fees and expert witness fees, the finance system will show 3 accounts 9XXX/2600, 9XXX/2601, 9XXX/2602. The funds will be invested so when the overnight interest is distributed the system will generate the corresponding interest accounts as follows: 95XX/2600, 95XX/2601, 9XXX/2602. By the end of the month there are 6 accounts set up for the one award. The number of accounts multiply as the funds are transferred to other program activities.

In some of the earlier years, all of the judgment awards were kept on the books of Treasury and they all were identified as 7XXX accounts. This was discontinued and as a result of this, the BIA was provided the 8365 blanket appropriation discussed previously in the Treasury reporting section of this training. Currently, there are still some awards listed with the 7XXX accounts.

COPY

Following is a list of activities and descriptions currently being used with existing appropriation accounts, and sample award documents such as the plan.



PROCEEDS OF LABOR ---7XXX :

The other type of funds deposited into Treasury are known as "Proceeds of Labor" accounts. These are identified in the system as 7XXX appropriations. This is income generated from resources on the reservations such as oil & gas, timber sales, gravel sales, etc.

These funds are not subject to the same budgetary controls as the judgment funds and as such there are only a few activities. These are 2650 to 2655 to record receipts, disbursements, and investments.

In earlier years, these appropriations also had interest accounts, similar to judgment awards. Currently, all interest earnings are posted directly into the principal accounts.

The 7XXX accounts are established based on a Tribal request sent through the Area Office. These are reviewed and evaluated. If the establishment of the account is justified, then a number will be assigned by Branch of Tribal Trust. 7XXX accounts will not be established to record different types of receipts.

This covers the general overview of tribal appropriations. The following sections deal specifically with the detail in recording of tribal trust transactions.

TREASURY DEPOSIT PROCESS

## TREASURY DEPOSIT PROCESS

Part 5 of the Treasury Fiscal Requirements Manual covers Deposit Regulations. Please read excerpts from this manual.

### TREASURY FINANCIAL COMMUNICATIONS SYSTEMS (EFT DEPOSITS)

Treasury can receive funds on behalf of the tribes either in the form of a check or through an electronic fund transfer to the Federal Reserve Bank (Bank) of New York. The Treasury is a client with the Federal Reserve Bank and maintains an account at the Bank. The 9 digit number 021030004 is the routing symbol for Treasury and must be used for all wire transfers to Treasury. The Bank, through the Treasury Financial Communications System (TFCS) provides capability for automated receipt and processing of funds transfers. EFT deposits received for our ALC's can be obtained by accessing this data base.

In order for the fund to be properly credited to the correct government agency certain items are required in the format specified by Treasury.

#### Treasury Identifier:

This is constant and is the routing symbol for Treasury.

#### ALC:

This is the 8 digit number for the BIA - Currently all tribal receipts are credited to ALC 14200699. In the future, funds will be credited to our new ALC 14200651.

#### Third Party Information:

This is provided to the vendor by the BIA. This information should indicate the tribe or the appropriation number. Sufficient information should be submitted to enable B.I.A. staff to encode the receipt into our Finance System.

### LOCAL FIELD DEPOSITS

Checks received at the field level can be deposited to a Federal Reserve Bank. The bank has to be designated as a federal depository before deposits can be made.

Certificate of Deposit-Standard Form 215 (deposit ticket) must be used to make these deposits. The form is a four part form. See sample attached.

The deposit ticket is prenumbered. The date of deposit must be entered. If a deposit is made after the time deadline, the deposit ticket must be dated with the subsequent day's date.

ALC: As in our documents, the 8 digit number for BIA must be entered. Currently, the BIA uses 14200699 for tribal deposits.

Agency use: This block is used to identify the appropriations the funds are to be credited to in the BIA's finance system.

Depository: The name and address of the local depository must be entered on the form. A bank employee signs the deposit ticket and the confirmation copy is sent to the accounting section for reconciliation purposes.

TREASURY DISBURSEMENT PROCESS

Standard Form 1034-a September 1973 4 Treasury FRM 2000		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION  <b>US DEPT OF INTERIOR/BIA ABERDEEN AREA/ROSEBUD AGENCY P.O. BOX 550 ROSEBUD, SD 57570</b>				DATE VOUCHER PREPARED <b>November 28 1990</b>		SCHEDULE NO.  PAID BY	
				CONTRACT NUMBER AND DATE			
				REQUISITION NUMBER AND DATE <b>01A0000054001</b>			
PAYEE'S NAME AND ADDRESS  <b>Rosebud Sioux Tribe Farmers State Bank, Mission, SD ABA #091409335 Acct #57-066-4 (Land Use Account) Ms. Shelly New 605/856-4413</b>				DATE INVOICE RECEIVED			
				DISCOUNT TERMS			
				PAYEE'S ACCOUNT NUMBER			
				GOVERNMENT B/L NUMBER			
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUAN- TITY	UNIT PRICE		AMOUNT	
				COST	PER		
11/28/90	12/04/90	Withdrawal of funds from US Treasury Rosebud Sioux Tribal Land Use Account. To be remitted to the Tribe for General Revenue per attached Resolution No. 90-249.  <u>Treasurer, Rosebud Sioux Tribe</u>					
(Use continuation sheet(s) if necessary)				(Payee must NOT use the space below)		TOTAL <b>17,849.14</b>	
PAYMENT <input type="checkbox"/> COMPLETE <input checked="" type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		<b>17,849.14</b>  <u>Supervisor</u>		DIFFERENCES			
				Amount verified, correct for (Signature or initials)			
<b>MEMORANDUM</b>							
ACCOUNTING CLASSIFICATION							
<b>A07/345/14X7041/2653</b>				<b>RECEIVED</b>			
<b>* FUNDS AVAILABLE FOR IMMEDIATE DISBURSEMENT TO THE TRIBE</b>				<b>DEC 11 1990</b>			
PAID BY	CHECK NUMBER      ON TREASURER OF THE UNITED STATES		CHECK NUMBER      ON (Name of bank)		TRUST FUNDS MANAGEMENT		
	CASH      DATE						
<div style="text-align: right;"> <b>COPY</b>          TRUST FUND ACCOUNTING          NOV 11 1990       </div>							

ROSEBUD SIOUX TRIBE  
RESOLUTION NO. 90-249

WHEREAS, the Rosebud Sioux Tribe is a federally recognized Indian Tribe organized pursuant to the Indian Reorganization Act of 1934 and all pertinent amendments thereof; and

WHEREAS, the governing body of the Rosebud Sioux Tribe is exercising its authority pursuant to Article IV, Sections 1(g) and (h) of the Tribal Constitution; and

WHEREAS, the South Dakota Department of Transportation has made payment in the amount of \$17,849.14 for Highway 18 East, Project F0018 (61) 210, Mission-Okreek Highway 18 Rebuild; and

WHEREAS, these funds are currently on deposit in the Rosebud Sioux Tribe's Proceeds of Lands, Account A07/345/14X7041/2653; and

WHEREAS, these funds are to be remitted to the Tribe for general revenue; now


THEREFORE BE IT RESOLVED, that this resolution authorizes the Bureau of Indian Affairs authority to initiate the transfer of funds from the aforementioned account to the Farmers State Bank, Mission, South Dakota, Account #57-066-4 (Land Use Account).

CERTIFICATION

This is to certify that the above Resolution No. 90-249 was duly passed by the Rosebud Sioux Tribal Council in session on November 14, 1970, by a vote of ten (10) in favor, zero (0) opposed and zero (0) not voting. The said Resolution was adopted pursuant to authority vested in the Council. A quorum was present.

ATTEST:

  
Sharon L. Burnette, Secretary  
Rosebud Sioux Tribe

  
Ralph Moran, President  
Rosebud Sioux Tribe

RECEIVED

DEC 11 1990

TRUST FUND

TRUST FUNDS MANAGEMENT

11 350

**COPY**

## TREASURY DISBURSEMENT PROCESS

Tribal disbursements are processed through Treasury. Treasury has 8 Regional Financial Centers. The Financial Centers are located throughout the US. The Bureau processes the payments primarily through San Francisco Financial Center. The Investments Division processes through Philadelphia Financial Center. In prior years, the Denver and Washington Financial Centers were used. Each disbursing center which has or is currently being used by the BIA is listed below with its unique symbol. These symbols are used in the check cancellation process. The symbols are as follows:

<u>CENTER</u>	<u>DISBURSING SYMBOL</u>
San Francisco (checks)	314X
San Francisco (EFT)	312
Philadelphia	303X
Denver (closed)	310X
Washington, D.C.	300X

There are two types of payments:

1. Treasury Financial Communications System (TFCS), formerly Treasury Electronic Funds Transfer System:

All Tribal disbursements greater than \$5,000 are processed under this system. This is approximately 99% of Tribal Payments.

San Francisco, Philadelphia and Washington, D.C. are the three centers that have the TFCS capability. This is the main reason the SF center is used, even though the Bureau is geographically in the Austin region.

2. Checks:

Tribal disbursement requests less than \$5,000 are made with a check. Occasionally a tribe will request a check be issued for their drawdown or for a payment to a vendor for an amount greater than \$5,000.

Tribal per capita payments are paid through San Francisco using a magnetic tape generated by the Bureau's Information Management Center (IMC). This process will be covered in detail later in this section.



**AUTHORIZATION FORM:**

Treasury's Standard Form 1166 (OCR), Voucher and Schedule of Payments is used to schedule payments through the regional financial center. These documents are to be approved by certifying officers. The same document is used to process the two types of payment requests.

For the electronic fund transfers, the information required is as follows:

**ALC:**

The 8 digit number assigned to the BIA, 14200650, is entered here. In prior years, 14200699 was used to disburse tribal funds.

**Schedule Number:**

This is assigned by the disbursing office, which is currently Branch of Tribal Trust. These forms are sequentially number each month. The first two digits denote the Regional Financial Center. In this instance the VS denotes San Francisco. The next two digits is the month it was disbursed. The next digit is an alpha character indicating the input station (processing office). The T denotes this office. The next will either be a 5 or a 2 meaning the disbursement is an EFT or a check, respectively.

**Name of Bank and City:**

Name of the bank and city it is located in is required. No street address is required.

**ABA NUMBER:**

This is the bank's routing number referred to as the ABA number. This number is verified by Treasury, and if the number is incorrect, the disbursement is rejected. The agency/area submitting the payment request is responsible for ensuring the number is accurate.

**TRIBES ACCOUNT NUMBER:**

This is the tribe's checking or savings account number at the local bank. The tribe name is normally entered next to the account number to help identify the account when the funds are received at the bank.

**AMOUNT:**

The dollar amount is entered including cents, however without decimal points.

MESSAGE TYPE CODE:

This is a numeric designation assigned to each voucher to identify particular type of fund and any other special handling required by Treasury. Message type "12" is an indication to inform the commercial bank immediately upon receipt of funds.

Treasury's general requirement is that all TFCS voucher-schedules be certified by an agency's authorized certifying officer to insure that payment is proper and the correct appropriation/ALC are charged.

CERTIFYING OFFICERS:

Since the creation of the Treasury Department in 1789, certain government employees have been held accountable for Federal payments. These specific people are called Certifying Officers. They have the responsibility to verify that the payments made by the Federal Government are legal, proper, and correct. This certification involves certifying a voucher upon which a disbursement will be made. Certifying officers are held personally accountable-individually responsible - for disbursements certified by them. If payment is improper, the certifying officer may be held responsible for reimbursing the government.

Designation- Certifying officers are designated by Agency Heads and this designation along with SF 210 signature cards are submitted to Treasury for each ALC the individual is authorized to disburse funds.

CHECKS:

For issuance of checks, the Optical Character Recognition process is used.

Basically the preparation of the schedule is the same, except the schedule number is as follows:

VS 05 T 2001

The sixth digit is a 2 to indicate to BIA that it is a check and not an EFT.

The payee information must have a complete name and address. Multiple names can be on the one schedule.

The scanner equipment is very sensitive and the schedule must be typed in a straight line and typed data must not extend into the blue lines in the body of the schedule.

CREDITS:

Credits coming back to the BIA from treasury are sent via form SF 1098. The Majority of our credits come to us on percapita checks. This process will be covered separately.

CONFIRMATIONS:

Treasury enters all disbursements on GOALS, an online Treasury network which government agencies can sign onto to obtain receipt and disbursement information. See attached sample of confirmation.

This listing identifies which ALC was charged and which disbursements have been processed by Treasury.

This basically covers the Treasury processing side. Following is an excerpt from the Treasury. Fiscal manual relating to the Treasury financial communication system.

BIA COLLECTION PROCESS

### BIA COLLECTION PROCESS

The BIA agencies and areas are authorized to accept cash collections through authorized collection officers only. The BIA accounting procedures handbook, 42 BIAM SUPPLEMENT 3, Bulletin 2, dated July 13, 1988 prescribes the policy, procedures, forms, and responsibilities relating to the billing, collection, deposit and management of money received at the Bureau of Indian Affairs installations. This collection activity is documented on approved forms.

Following are some of the terms and definitions used in the collection process:

1. Collection Officer - An individual designated in writing, and empowered to receive and/or account for the receipt of collections on behalf of a BIA installation. Collection Officers are designated by type.
  - a. Primary Collection Officer - The key individual designated to exercise the collection authority.
  - b. Alternate Collection Officer - The individual designated as the secondary official authorized to exercise the collection authority when the Primary Collection Officer is absent or unavailable.
  - c. Depositing Collection Officer - The individual with written authority whose primary purpose is to deposit monies collected by the Primary or Alternate Collection Officer into the designated Federal depositories.

The use of approved forms provides controls and an audit trail for all transactions relating to general and specific collections.

#### TYPES OF FORMS:

Generally, there are three basic forms used in the BIA's collection activity:

1. BIA prefixed forms are for BIA use.
2. DI prefixed forms are for Department of Interior use.
3. SF prefixed forms are for Government-wide use.

#### AUTHORIZED FORMS:

The following forms are authorized for use in the collection program and by designated Collection Officers.

1. FORM BIA-4284, Schedule of Collections: This form is used to record and account for all cash receipts received at a Bureau installation and for the forwarding of such receipts to the next receiving level within the Bureau if the collection point is not a depository point.
2. FORM BIA-777, Field Receipt: This form is used to record cash receipts collected by a Field Collection Officer at a site away from the normal collection activity location.
3. FORM DI 1040, Bill for Collection: This form is used both as a bill and as a receipt for remittances received for both billed and unbilled receivables. The exception for the utilization of this form is when the Form BIA-777, Field Receipt, is used for collections received in the field.

#### ENCODING INTO THE FINANCE SYSTEM.

The encoding of receipts depends on the type of receipt it is and the location of the receipt. The accounting information encoded will post the receipt to the tribal account. The type of income will be identified based on the element/components used.

### RECEIPT OF A NEW JUDGMENT AWARD

Prior to establishment of the Branch of Trust Funds Accounting in 1986, the processing of judgment awards was handled by Central Office in Washington, D.C. The assignment of appropriation numbers from table 3 was also done there. In 1986, these functions were transferred to BTFA-Albuquerque. Since then, all files for judgment awards are maintained here at BTFA-Albuquerque.

The following is the flow of the documents on an initial award.

1. Act is passed by Congress.
2. Documentation is forwarded to General Acct Office (GAO) for issuance of Certificate of Settlement
3. Treasury issues a SF 1081 based on the certificate
4. SF 1081 is encoded into the finance system

#### Procedures:

Trust Services staff (Washington, D.C.) once notified by GAO handcarry the certificate of settlement to Treasury and wait for the SF 1081 to be prepared and issued. The SF 1081 is hand carried back to BIA(Washington,D.C.)

#### Prior to 1986:

The Trust Controls Section, (Albuquerque) was sent the SF 1081 for encoding. The Investment Office was also notified to invest the funds in the overnigher. At this time the Investments Division used to do the overnight investment calculation.

The Controls Section would prepare the SF 1166 (ALC 14200699) for payment of attorney fees and expert witness fees. The SF 1166 was then encoded by the Disbursement Section of the Finance Department.

#### Subsequent to 1986:

The Branch of Trust Fund Accounting is notified, prior to receipt of funds, to establish the appropriation number for the new award. Upon receipt of the Certificate, the amount is encoded in activities 2600, 2601 and 2602 if fees are to be paid. The SF 1166 is prepared and sent through Disbursements for processing under ALC 14200699. Any payments made after August, 1990 have been processed under ALC 14200650.

The payees and Area staff are notified and copies of documents are mailed to them.

COPY

Accounting Data:

The accounting data for judgment awards is as follows:

<u>Loc</u>	<u>TRB</u>	<u>Apprp/Act</u>	<u>Ex</u>	<u>E/C</u>	<u>Description</u>	<u>Other</u>	<u>T/C</u>	<u>Amount</u>
N00 780	9474	2600	90	9782	TT06Z00606	06-25-82	79F	22000000.00

When the attorney fee is to be paid, a BF 349 is prepared and funds are transferred as follows:

<u>Loc</u>	<u>TRB</u>	<u>Apprp/Act</u>	<u>Ex</u>	<u>E/C</u>	<u>Description</u>	<u>Other</u>	<u>T/C</u>	<u>Amount</u>
N00 780	9474	2600	90	9795	BBO6Z00006	06-25-82	69F	1,940,000.00
N00 780	9474	2601	90	9795	BBO6Z00006	06-25-82	59F	1,940,000.00

This transfers the money to the activity under which it will be disbursed. BIA policy is that funds are not to be disbursed under activity 2600.

A sample of a BF-349 is in the Section titled: Transfer of funds.



# EFT COLLECTIONS:

For the most part electronic fund transfers to the BIA stem from leases negotiated between the tribes and other third parties such as oil companies. The income transmitted is for deposit into the tribe's Proceeds of Labor (7XXXX) account. The income as explained before is from proceeds of sale, lease, etc. of resources off the reservation. Normally the flow of documents and/or funds are as follows:

Responsible Party -----	Form Processed -----	Receiving Party -----
Tribe/BIA agency-->	<----Lease---->	<---Third Party/Vendor ie Oil Company
Vendor/Bank----->	EFT-----> TO ALC: 14200699	U.S. Treasury
BIA/TRUST FUNDS--->	EFT LISTING---> Riggs Nat'l Bank	Branch of Tribal Trust Central Office West
Br Tribal Trust---> Staff	Code Sheet---->	Finance System / Tribe's Account

Upon receipt of the funds at the Bank, it is deposited into Treasury's account and is credited to the ALC used in the transmission.

The Tribal Trust staff, based on the listing retrieved through the Deposit Message Retrieval System (DMRS) via Riggs National Bank, Washington D.C. (a Treasury contractor), encodes the receipts into the Tribe's appropriation account in the Finance System.

The finance system generates a "daily" for each batch entered and this is verified for the EFT receipts.

Please refer to sample reports attached.

TF109DIS

FEDWIRE DEPOSIT SYSTEM  
MESSAGE RETRIEVAL  
SELECTION CRITERIA

DATE: 05/16/91  
TIME: 11:02:54

TO DISPLAY > 14200699

SUMMARY OR DETAIL (S OR D) > D

VOUCHER # >  
FROM DATE > 051591  
MSG # FROM >  
AMOUNT FROM >

THRU DATE > 051591  
MSG # TO >  
AMOUNT TO >

91136  
TF1 + 2

LESS PA2 FOR 1ST PAGE OF DETAIL INFORMATION

DETAIL MESSAGES FOR ALC : 14200699  
MESSAGE # 0515000176

C  
699  
21030004  
81000032  
MSG-DATE 05/15/91 AS-OF-DATE/RSN / / REF-INPUT-KEY  
TYPE 1000 SPEC HAND  
REF 9105150003740096 AMOUNT \$ 832,532.04

STL

/ORG=PEABODY COAL COMPANY;ST LOUIS,MO

/CTR/BNF=BIA/AC-14200699 OBI=APRIL 1991 PEABODY COAL CO MA

4014, BBI=HOPI TRIBE, LEASE NO. 14200450- 5743; ACCT H65-608, APPRO.  
IND, MA630, MMS-4014 SEQ-910515000374

8c 000096 05151029 FT1H URC

OMAD  
0515 B1QFD01A 000127 05151029 FT1B

DETAIL MESSAGES FOR ALC : 14200699  
MESSAGE # 0515000177

4  
2  
MSG-DATE 05/15/91 AS-OF-DATE/RSN / / REF-INPUT-KEY  
TYPE 1000 SPEC HAND  
REF 9105150003830097 AMOUNT \$ 1,995,776.76

/ORG=PEABODY COAL COMPANY;ST LOUIS,MO

/CTR/BNF=BIA/AC-14200699 OBI=APRIL 1991 BBI=NAVAJO TRIBE,

603-8580 AND -9910; ACCT N00-780-7341-2650- 9744; IND, MA630,  
0515000383

STANDARD FORM 215C (12-87)  
PRESCRIBED BY DEPT. OF TREASURY

## DEPOSIT TICKET

DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE

DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK " M M D D Y Y "	8-DIGIT AGENCY ACCOUNTING STATION CODE OR 4-DIGIT DISBURSING OFFICE SYMBOL	AMOUNT	DATE CONFIRMED " M M D D Y Y "
700773	0 5-1 5-9 1	1 4 2 0 0 6 9 9	3,137,407.63	0 5-1 5-9 1

4. AGENCY USE

THIS DOCUMENT WAS GENERATED BY THE FEDWIRE DEPOSIT SYSTEM.  
SEE DAILY SUPPORT LISTING OF FDS DEPOSITS.

**RECEIVED**

7. NAME AND ADDRESS OF DEPOSITARY	8. DEPOSITORS TITLE, DEPARTMENT OR AGENCY AND ADDRESS
US TREASURY DEPARTMENT FIN. MAN. SERVICE HYATTSVILLE, MD 20782	DEPARTMENT OF THE INTERIOR DIVISION : FINANCIAL MGMT BUREAU OF INDIAN AFFAIRS PO BOX 127 500 GOLD AVE., SW ALBUQUERQUE, NM 87103
RECEIVED MAY 20 1991 BIA-Albuquerque, NM Accounting Operations	
9. DEPOSITARY'S DATE, SIGN AND RETURN THE O DEPOSITOR CONFIRMED COPY	

140

COPY

FIELD COLLECTIONS:

Field collections, such as checks, are handled by a collection officer at the Agency and/or Area Office. These collections are from the same sources as the EFT collections except the method of payment is with a check. Upon receipt of a check, the following should occur:

<u>RESPONSIBLE PARTY</u>	<u>FORM</u>	<u>RECEIVING PARTY</u>
Collection Officer----->	Bill/Collection----->	Depositing officer DI-1040
Depositing Officer----->	Deposit Ticket----->	Federal Depository SF-215 for ALC 14200699
	----->	Schedule of Collection Form BIA - 4284
Collection/ ----->	Confirmed SF-215----->	BIA Administrative Depositing Officer Accounting
Area Accounting/----->	Code Sheet----->	Finance System Trust Accountant Tribe's Account

For all the years under this reconciliation project, the ALC used to record all field deposits is 14200699. This is the administrative accounting's ALC, and they are the ones responsible for reporting the collection to Treasury via the SF 224 report. This is why the confirmed desposit ticket has to be sent to that administrative accounting division.

### SF 1081'S - MINERALS MANAGEMENT

Some tribal collections, such as oil and gas royalties, are processed by Minerals Management Service (MMS). Minerals Management then transfers the funds to Branch of Tribal Trust (BTT) on a SF 1081. MMS then credits the collection to its ALC and reports it on its SF 224. The BIA-BTFA does not report this on its SF 224 report.

The documentation flow is as follows:

MMS, on a daily basis, faxes to BTT the receipts collected by it for both tribes and individuals. This information is then used in the overnight investment calculation of both tribal and IIM funds.

In 5-10 days, we receive the SF 1081 and the distribution sheet which contains the detail needed for posting into the Finance System. Upon receipt of this data, the code sheet is prepared by BTT staff. The encoding is verified and corrections made for any errors. The SF 1081 and details are mailed to each respective area in which tribal accounts are affected.

At various times the tribes are overpaid. If the amount is substantial, the MMS office will call BTFA to see if there is enough cash (uninvested) to cover the removal of the overpayment.

If the amounts are small, i.e. under \$100.00, then the amount is removed from the tribal account since there is usually funds available to cover smaller amounts.

### Escrow :

Periodically the vendor (oil company) will file an appeal with MMS on a particular lease. The MMS Office notifies BTT of the appeal and a BF-349 is prepared to transfer these funds into a special interest bearing holding account. The funds will remain in this account until the appeal is settled allowing for the proper disposal of the funds. The appeal is usually resolved in the tribe's favor.

In prior years, the amount was escrowed into a special deposit account in IIM, appropriation 6039. The Area was notified and instructed to set up a special deposit account titled "MMS amount under appeal." When the appeal was settled, the area was instructed to move the funds back into the tribal account.

Currently, disputed funds are placed in a 7xxx account established for this specific purpose. The account is set up for Central Office (K01); Tribe code (MMS); Appropriation (7000). The title is : Tribal Suspense - MMS Amounts under Appeal. This current method is a more effective method for monitoring the account. Since the IIM subsystem is controlled at the Area level, this office had to rely on the area for movement of the funds under the old method.

### Accounting Data

The accounting data used to encode MMS Receipts is as follows:

<u>Loc</u>	<u>TRB</u>	<u>Apprp/Act</u>	<u>Ex</u>	<u>E/C</u>	<u>Description</u>	<u>Other</u>	<u>T/C</u>	<u>Amount</u>
N00	780	7341	2650	90	9743	MM05T0005A	05-21-91	79F 1500.00

To reverse this entry out, all the information remains the same except the transaction code changes to 89F.

The description field identifies the funds as income received from MMS. The MM is unique to these receipts.

### Other Transfer:

The SF 1081 is also used to transfer other funds. For example, purchase and maturity investment activity, funds are transferred to BTFA using this form.

Judgment awards paid through the Indian Claims Commission and Court of Claims are processed using the SF 1081.

Please refer to samples following.

COPY

H,C,M,N,B (5)



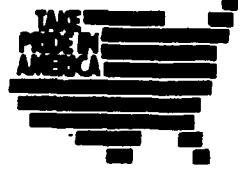
# United States Department of the Interior

## MINERALS MANAGEMENT SERVICE

ROYALTY MANAGEMENT PROGRAM

P O BOX 25165

DENVER, COLORADO 80225



IN REPLY  
REFER TO  
FAD-RAB-IDO  
Mail Stop 3230

MAY 28 1991

91150

TFA  
-30-31

### Memorandum

To: Division of Trust Fund Accounting  
Bureau of Indian Affairs

From: Chief, Indian Distribution and Disbursements Section  
Royalty Accounting Branch, Fiscal Accounting Division  
Minerals Management Service

Subject: Transfer of Funds Per Journal Vouchers

Attached are Vouchers and Schedules of Withdrawals and Credits (SF 1081), numbered ID91- 0602 through ID91- 0613 , totaling \$(42,271.11). These SF 1081's provide detailed information for our Datafax Transmittal Sheet dated May 23, 1991.

If you have any questions concerning these vouchers, please contact the Indian Distribution and Disbursements Section at FTS 326-3430.

*Paul G. Tyler*  
Paul G. Tyler

Attachments

TRUST FUND /

WY 2

COPY

151

TRIBAL DISBURSEMENT PROCESS - BUREAU LEVEL



✓ CHECK AND SCHEDULE OF PAYM TS

KK 564,666

DEPARTMENT OF THE INTERIOR

U.S. DEPARTMENT OF THE INTERIOR

OFFICE OF THE ATTORNEY GENERAL

BIA DIVISION OF TRUST FUND ACCOUNTING

OFFICE OF TRANSMITTING OFFICE

P O BOX 1067 ALBUQUERQUE NM 87103

ALL CHECKS MUST BE PAID TO THE ORDER OF THE UNITED STATES OF AMERICA AND MUST BE FOR THE APPROPRIATION AS DESIGNATED HEREON OR ON SUPPORTING VOUCHERS

PAID BY

12 03 90

FTS 474-3475 MARCEL A REDHOUSE

FEDLINE PAYMENT - TO BE PAID 12 04 90

XX

11-1 1 14200650 VS1275017

## MEMORANDUM

GRAND TOTAL NO. OF CHECKS TOTAL

1784914

FEDLINE PAYMENT/////

NORWEST BANK  
 MINNEAPOLIS MN  
 ABA 091000019  
 MESSAGE TYPE 12  
 MISSION BRANCH FARMERS STATE BANK  
 ON SD  
 INT NO 570680 ROSEBUD SIOUX TRIBE  
 CT SHELLY NEW 605/856-4413  
 ADVANCE OF FUNDS

1784914

/////

5  
4  
3  
2  
1  
0CHECK  
NUMBERS

BEGINNING

ENDING

BEGINNING

ENDING

USE FOR FIRST CHECK SERIAL NUMBER RANGE

USE FOR SECOND CHECK SERIAL NUMBER RANGE IF APPLICABLE

COPY

90. 12 03 14:21 F05 \*

U.S. DEPARTMENT OF THE INTERIOR  
BIA - BRANCH OF FINANCE AND ACCOUNTING  
P.O. BOX 1067 ALBUQUERQUE NM 87103

12-03-90

  
JEROME L. BEARHEELS

TRIBAL TRUST FUND ADVANCE  
FOR TFCS PAYMENT ONLY  
TO BE PAID ON: 12-04-90

BIA CONTACT PERSON  
ED GRANT  
FTS: 782-7361  
ABERDEEN AREA OFFICE

11 1 1 1420 0650 *VS1275 017*

17,849.14

NORWEST BANK  
MINNEAPOLIS MN  
ABA 091000019  
MISSION BRANCH FARMERS STATE BANK  
MISSION SD  
BANK NO. 57-068-0--ROSEBUD SIOUX TRIBE  
CONTACT: SHELLY NEW 605/856-4413  
ADVANCE OF FUNDS

1784914


*mdf 12/3*  
*✓OK*  
M01A0000054001  
A07/345/X/7041/  
2653/32/0962/  
41T/15F  
\$17,849.14

*unallocated 12/3 = 35,713.80*

**COPY**

U.S. DEPARTMENT OF THE INTERIOR  
BIA - BRANCH OF FINANCE AND ACCOUNTING  
P.O. BOX 1067 ALBUQUERQUE NM 87103

12-03-90

  
JEROME L. BEARHEELS

TRIBAL TRUST FUND ADVANCE  
FOR TFCS PAYMENT ONLY  
TO BE PAID ON: 12-04-90

BIA CONTACT PERSON  
ED GRANT  
FTS: 782-7361  
ABERDEEN AREA OFFICE

11 1 1 1420 0650

17,849.14

NORWEST BANK  
MINNEAPOLIS MN  
ABA 091000019  
MISSION BRANCH FARMERS STATE BANK  
MISSION SD  
ACCOUNT NO. 57-068-0--ROSEBUD SIOUX TRIBE  
TACT: SHELLY NEW 605/856-4413  
ANCE OF FUNDS

1784914

M01A0000054001  
A07/345/X/7041/  
2653/32/0962/  
41T/15F  
\$17,849.14

////

-----CONFIRMATION COPY OF TELEFAXED TRANSMISSION-----

TRUST FUND ACCOUNTING

DEC 11 1990

RECEIVED

RECEIVED

DEC 11 1990

TRUST FUNDS MANAGEMENT

COPY

### TRIBAL DISBURSEMENT PROCESS - BUREAU LEVEL

The flow of documents is as follows when a tribe withdraw their trust funds.

#### 7XXX AND 9XXX APPROPRIATIONS

<u>Responsible Party</u>	<u>Document Generated</u>
Tribal Counsel, Tribe----->	Tribal Resolution
Superintendent, Agency----->	SF 1034
Area Office----->	SF 1166 to COW
Central Office West----->	SF 1166 to Treasury, SF
SF Financial Center ----->	EFT to tribe's bank
Tribe's Bank----->	Credit Tribe's account

At the Area offices, the judgment drawdown requests is given closer review and routed through Budget and Tribal Operations staff to ensure the request is in compliance with the judgment act and with the plan filed by the tribe.

In prior years, the SF 1166's were approved by either the Budget Office, Tribal Operations, or the Finance Office. Since 1988, effort was made to make the Area Accounting Officer accountable for disbursement of trust funds. However, there are still some Budget officers that have authority to sign these forms.

In earlier years, each Area was considered a separate disbursing location and each was accountable to Treasury for all receipts and disbursements. Therefore, each area was certifying directly to Treasury.

The Area provide this office with SF 215 signature cards for those individuals who are authorized to sign tribal disbursements. These are on file and signatures are check against file to ensure the individual is properly authorized. This office in turn sends SF 215 cards to Treasury designating individuals to certify payments. This office is mainly performing an administrative function since we have to rely on the intergrity of the Area's approval process.

This office also reviews and checks the availability of funds prior to releasing the form to Treasury.

Accounting Data:

The area's SF 1166 provides us with the accounting data we need to encode the disbursement. See sample following. Since the SF 1166's are retyped at this office, the format of the data typed in at the area is not stringent, i.e. the dollar signs and decimal points are okay to use for BIA reporting, which as with Treasury reporting they cannot be used.

Procedures:

The SF 1166 has in the last several years been processed by the Disbursement Section, Finance Office, Albuquerque. Beginning in July, 1990, the Branch of Tribal Trust began processing the forms. The ALCs used are as follows:

	<u>ALC</u>	<u>Transaction Code</u>	<u>Division</u>
<u>Prior to July, 1990:</u>	14200699	15	Finance
<u>July, 1990 to Present:</u>	14200650	75	Tribal Trust
<u>Future:</u>	14200651	75	Tribal Trust

The ALC used on the SF 1166 dictates which Division is responsible for reporting the disbursement to Treasury via the SF 224.

**OVERVIEW OF THE CHECK ISSUANCE PROCESS FOR  
TRIBAL PER CAPITA DISTRIBUTION PAYMENTS**

A Tribal Per Capita Distribution is a disbursement of funds to officially recognized members of a tribal government. The following events outline the processing of a per capita distribution.

**EVENT 1:** A tribal government enacts legislation authorizing the issuance of a per capita distribution as of a certain date and for a designated amount (for each individual or in total).

**EVENT 2:** A tribal membership roll is established as of the date identified in the tribal resolution. This tribal roll establishes and identifies all members eligible to receive a portion of the per capita distribution. The tribal government in coordination with their Bureau Agency and Bureau Area Tribal Programs Office maintains a database of the tribal enrollment. This database contains the information necessary to provide a tribal member with a per capita disbursement.

**EVENT 3:** The tribal resolution is forwarded to the Bureau Agency Superintendent for review and approval. The Superintendent in coordination with its Bureau Area Office will approve the processing of the disbursement request, (assuming the distribution is appropriate and there are adequate funds for disbursement).

**EVENT 4:** Based on an updated tribal roll, the amount of funds to be disbursed to each tribal member is computed by the Bureau's Information Management Center (IMC). This information is captured on magnetic tape. An Area Finance Certifying Officer certifies a computer generated Voucher and Schedule of Payments (SF-1166) which is forwarded (usually telefaxed) to the Branch of Tribal Trust Funds Accounting. The magnetic tape is forwarded to the San Francisco Regional Finance Center.

**EVENT 5:** Upon review, Tribal Trust Funds Accounting will certify to Treasury the distribution amount as available and appropriate. This certification is forwarded to Treasury.

**EVENT 6:** Treasury will match the SF-1166 schedule to the corresponding magnetic tape and issue the disbursement. An "AGENCY CONFIRMATION REPORT" is obtained via the GOALS system to confirm the disbursement. This "AGENCY CONFIRMATION REPORT" also provides the distribution's check number range, which is communicated to the relevant Bureau Area Office.

**EVENT 7:** The distribution is encoded into the accounting system.

Below is a sample "AGENCY CONFIRMATION REPORT" which is accessed thru the GOALS system. The report provides relevant disbursement schedule numbers, disbursement dates, and check ranges for per capita distributions.

ALC: 14200650

DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE  
AGENCY CONFIRMATION REPORT  
1/28/91  
THIS REPORT SORTED BY: SCHEDULE (LOWEST TO HIGHEST)

SCHEDULE NUMBER	CHECK SYM	CONFIRMED DATE	CHECK/BOND RANGE	CERTIFIED NO CHECK NET	DOC TYPE
08191	303	1/22/91		1,653,958.48	D
08291	303	1/23/91		776,006.44	D
08391	303	1/24/91		33,619,531.60	D
91	303	1/24/91		1,268,677.04	D
TOTAL RFC 303 COUNT= 4				37,318,173.56	
VS01MO0171	3145	1/22/91	92965026 92965115	5,971.50	E
VS01MO0181	3145	1/23/91	92976324 92976332	65.36	E
VS01NO0171	3145	1/22/91	92965116 92966421	163,373.33	E
VS01SA0220	3145	1/24/91	93001299 93001445	220,500.00	E
VS01T2009	3145	1/22/91	92970425 92970434	3,503.00	A
VS01T2009	3145	1/24/91	93004016 93004016	29.50	A
VS01T5039	312	1/22/91		102,389.39	D
VS01T5040	312	1/22/91		63,800.00	D
VS01T5041	312	1/22/91		1,065,234.00	D
VS01T5042	312	1/24/91		26,065.00	D
VS01T5043	312	1/23/91		300,000.00	D
VS01T5044	312	1/23/91		500,000.00	D
VS01T5045	312	1/23/91		15,000.00	D
VS01T5046	312	1/24/91		1,009,400.00	D
VS01T5047	312	1/24/91		210,000.00	D
VS01T5048	312	1/24/91		824,063.12	D
3121009	312	1/22/91		-48,393.17	D
3121010	312	1/23/91		-21,469.58	D
3121011	312	1/24/91		-17,702.62	D
TOTAL RFC 312 COUNT= 19				4,421,828.88	
AL ALC COUNT= 23				41,735,002.44	

DOCUMENT TYPES: A THRU F = SF 1166 H AND I = SF 215 - 133, 134, 135  
1185, 1098, 2010 J = SF 183 K = SSA 110 M = SF 5515 - RO 188  
N AND O = RO 145 P = TFS 3062 Z = JV

**OVERVIEW OF THE CANCELLATION PROCESS  
FOR TRIBAL TRUST FUNDS CHECKS  
(Use of SF-1184, SF-1098, TSF-3858, and SF-1081)**

(Note: The following narrative is intended to provide an overview of the cancellation process for Tribal Trust Funds Per Capita checks, specifically as it pertains to procedures addressing the processing of SF-1184s, SF-1098s and SF-1081s.)

The cancellation process begins with the issuance and disbursement of checks, normally from a U.S. Treasury Regional Financial Center ("RFC" or "Treasury"). The Bureau's Tribal Trust Funds checks are issued and disbursed from the San Francisco, California RFC. Once a check is issued and disbursed, one of two scenarios will result in its cancellation. These circumstances are explained below.

**AN UNENDORSED CHECK:**

A check is mailed via the U.S. Postal Service. Due to an erroneous address, move by the payee, death of the payee, or other reason, the check may not be deliverable, therefore, returned to the RFC/Treasury. Treasury will cancel the check. An SF-1098 will be issued by Treasury crediting Trust Funds for the amount of the cancelled check. Trust Funds Accounting will process the SF-1098 resulting in the funds being credited back into the appropriate Tribal Trust Funds account.

A check is mailed via the U.S. Postal Service. Due to theft, loss, mutilation, or other reason for non-receipt, the payee will notify their Bureau Agency Office. The Bureau Agency Office will prepare an SF-1184, which is forwarded to Trust. Trust maintains a log which "tracks" SF-1184 processing. Trust forwards the SF-1184 to Treasury. Treasury performs a search and determination procedure which reveals whether or not an issued check is "Outstanding" or has been "Paid". If Treasury's search effort identifies the check as outstanding, it will cancel the check and issue a "DAILY ADVICE OF STATUS" (DAS) notice to Trust. The DAS will notify Trust that the particular check was outstanding, that it was cancelled, and that credit will be given. Subsequently, an SF-1098 will be issued by Treasury indicating that funds have been credited to Trust. Trust will credit the funds back to the appropriate Tribal Trust account.

**AN ENDORSED CHECK:**

If Treasury's search reveals that a check has been "Paid", (i.e., endorsed, presented, and cashed) and is no longer outstanding, Treasury will issue a DAS to Trust with the notifications that the check has been paid and that a photocopy of the endorsed paid check will follow along with a claim form. (Note: In this case, no credit is given to Trust, yet). The claim form (TSF-3858) and photocopy of the cashed check are sent to Trust which are then forwarded to the Agency/claimant once it is noted in the tracking log. Once a claimant completes the claim form, it should be sent directly to Hyattsville, Maryland for further processing.

**COPY**



Hyattsville will initiate its procedures for determining the validity of the claim and for collecting the funds from the financial institution that honored the cashed check. Once funds for the cashed check are recovered, an SF-1081 will be issued and forwarded to Trust. An SF-1081 issuance represents the crediting of Trust funds to Treasury's Miscellaneous Clearing Account. Trust will effectuate the transfer of funds from the Clearing Account back to the appropriate Tribal Trust account. A new check can then be issued via normal SF-1166 procedures.

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**BASIC GUIDELINES FOR THE PREPARATION OF  
SF-1184: "UNAVAILABLE CHECK CANCELLATION"  
FOR TRIBAL TRUST PER CAPITA PAYMENTS**

The following guidelines are provided to assist in the preparation and issuance of an Unavailable Check Cancellation for Trust Funds Per Capita checks which are issued via Agency Location Code (ALC) 14200650.

<u>BLOCK DESCRIPTION</u>	<u>CONTENTS</u>
CHECK SYMBOL	Leave Block Blank.
CHECK SERIAL	Leave Block Blank.
CHECK AMOUNT	Enter dollar amount. Format: \$x,xxx.xx
CHECK DATE	Enter check date. Format: MM/DD/YY
AGENCY/PAYEE ID NO.	Enter up to an 11-character payee ID, (e.g., ABCDEFGHIJK or 12345678910 or A1B2C3D4E5F). No dots, dashes, slashes or blanks.
LINE CODE	Enter the number of lines necessary to print the PAYEE NAME and ADDRESS. Maximum number of lines is 5.
STOP CODE	Enter the letter D. This designation instructs Treasury to determine the status of the first check before further action.
AGENCY CODE	Enter the letter M. This designation represents a classification used by Treasury. Other designations represent agencies which are non- Interior, B.I.A. agencies.
FOR D.O. USE	Leave the entire Block blank.
PAYEE NAME	Enter the payee name using up to 30 characters (including spaces). Format: First MI Last
ADDRESS	Enter payee's address using up to 30 characters per line.
NAME OF DECEDENT	If applicable, enter payee's name using up to 30 characters. Format: Last, First MI.. (Note: STOP CODE must be an E or T in this case.)

DATE OF DEATH	If applicable, enter date of death. Format: ##### (i.e., six digits representing month, day, and year). STOP CODE must be either an E or T.
AMOUNT TO BE RECLAIMED	Enter dollar amount. Format: \$x,xxx.xx
AGENCY LOCATION CODE	Enter 14200650
AGENCY OUTPUT	Enter the number 2. This designation instructs Treasury to output paper notification for the SF-1184 request.
AGENCY REFERENCE	Enter appropriate Trust Funds Accounting information. Format: xxx/xxx/x/xxxx/xxxx/xx/xxxx
FOR AGENCY USE	Enter either 3145 or 3147. (3145 for per capita checks issued prior to April, 1991 and 3147 for issuances after March, 1991; this designates the San Francisco RFC.) Enter the CHECK NUMBER. Enter the agency address. Obtain signature if the individual designated to sign for the agency.

The completed SF-1184 should be sent to:

Bureau of Indian Affairs  
Branch of Tribal Trust Funds Accounting  
505 Marquette N.W., Suite 700  
Albuquerque, New Mexico 87102-2160

<< NOTE: For more extensive explanations covering the preparation of the SF-1184 form, please refer to your Treasury instruction manual. >>

When a completed SF-1184 is received by the Tribal Trust Funds Accounting Section, the information provided on the form is reviewed for completeness and logged onto the "tracking" log. The SF-1184 is forwarded to Treasury for processing.

All output (i.e., Daily Advices of Status notices, SF-1098s, and Claim Forms) received from Treasury is tracked on the tracking log and forwarded to respective agencies immediately.

INVESTMENTS

**OVERVIEW OF THE TRIBAL OVERNIGHT INVESTMENT  
AND  
PROCEDURES FOR CALCULATING THE DAILY INVESTMENT AMOUNT**

**I. TRIBAL OVERNIGHT INVESTMENT - Overview:**

The Tribal overnight investment is the aggregate sum of all tribal cash not invested. These funds are invested with the U.S. Treasury daily.

The majority of funds maintained in trust by the Bureau's Office of Trust Funds Management are entrusted in one of three ways: One, via monetary judgment awards determined in U.S. Claims Court, (i.e., products of lawsuits brought against the U.S. Government); Two, from payments received for usage of or from the sales proceeds of tribally owned resources, such as water rights, timber, coal, oil or gas; and Three, from interest earnings on trust fund investments.

Once funds are entrusted to the Office of Trust Funds Management, their disposition is regulated either by a Congressionally approved "Use Plan" or by official tribal actions. If funds are authorized to be invested, the Division of Trust Funds Investments will be instructed to invest said funds in various types of investment instruments, amounts, and lengths of period. Any remaining cash not invested is available for inclusion in the overnight investment. (Note: By statute, all funds held in trust by the Bureau are required to earn interest.)

"Overnighter" cash consists of those amounts recorded and maintained in general ledger accounts 101.xx and 102.xx. The computation for obtaining a dollar figure to be invested in the "Overnighter" begins with the sum of these general ledger accounts. The general ledger amount is increased or decreased for cash transactions yet to be recorded, resulting in a cash figure which would exist had all transactions been recorded.

Interest earnings from the overnight investments are recorded into the accounting system (general ledger) on a daily basis. At the end of each month, that month's daily overnighter interest rates are entered into a computer program which computes interest earnings applicable to each tribal account (7xxx and 9xxx series account). The program applies each day's interest rate against the unallotted balance for each account as of that date and computes an interest earned amount. The program compounds interest as it performs the computation. The total interest earned figure is provided to the Branch of Tribal Trust Funds Accounting. Upon review, the approval to distribute the overnighter interest is made. A system generated transfer ("BF-349") for the overnight interest distribution, based on the computation performed above, is executed. The transfer's accounting information is as follows:

G/L	Z51/999/X/8365/2650/90/9701	BB06T0001	06-01-91	69F	\$-#,###,###.##
G/L	A00/A60/X/9521/2600/90/9701	BB06T0001	06-01-91	59F	\$ #,###.##
:	:	:	:	:	:
			Net Total:		\$ 0.00
					=====

## II. TRIBAL OVERNIGHT INVESTMENT - Procedures for Calculation:

SECTION A: G/L Accounts 101.xx - 102.xx: This section represents cash balances as recorded in the general ledger. Daily cash activity as recorded in the G/L is reflected in a report titled "TRANSACTIONS AFFECTING TRIBAL FUND CASH ACCOUNTS". This report is system generated daily and used as a beginning point for the overnight investment computation, (via lines 2, 3, and 4).

- LINE 1: BEGINNING BALANCES: Enter yesterday's "ENDING BALANCE" amount.
- LINE 2: FIELD ACTIVITY: incr(decr) Enter the net change amount from the the Field Level section of the report.
- LINE 3: FIN & ACCTNG Activity: incr(decr) Enter the net change amount from the Finance & Accounting section of the report.
- LINE 4: INVESTMENTS Activity: incr(decr) Enter the net change amount from the Investments section of the report.
- LINE 5: ENDING BALANCE: This is a computed amount for lines 1 thru 4. After each update of lines 1 thru 4, this figure should be checked against G/L accounts 101.xx thru 102.xx per the daily "GENERAL LEDGER ACCOUNTS" report.

SECTION B: MINERALS MANAGEMENT SERVICE: This section reflects tribal trust funds deposited with Minerals Management Services (MMS). On a daily basis, MMS telefaxes the amount(s) of Trust funds deposited with them.

- LINE 6: BEGINNING BALANCE: Enter yesterday's "ENDING BALANCE" amount.
- LINE 7: ADD: MMS (Daily telefax) Enter the DAILY TOTAL amount per MMS's daily telefax.
- LINE 8: ADD: Prior Fax Adjustments Enter any adjustments as provided by MMS, (usually with another telefax).
- LINE 9: LESS: SF-1081s Received/Encoded Enter the amounts of any MMS SF-1081s encoded into the system, (using a negative figure).
- LINE 10: ENDING BALANCE: This is a computed amount for lines 6 thru 9. Periodically, this balance should be checked against outstanding telefaxes for which no SF-1081s have been received/encoded.

SECTION C: ADD: UNENCODED/UNRECORDED ITEMS: This section takes into account those items which will increase the general ledger cash balances when encoded.

- LINE 11: MM-DD EFTs Enter the amount(s) of any Electronic Funds Transfers received.

- LINE 12: "BF-349" ACTIVITY Enter the amount of BF-349 activity as computed via the "DAILY CD-DT-CE-DE-BB AUDIT TRAIL-----TRIBAL ONLY" report; (compound activity as necessary.)
- LINE 13: Field Cash Collections Activity Enter the amount of cash collections activity as computed via the "DAILY CD-DT-CE-DE-BB AUDIT TRAIL-----TRIBAL ONLY" report; (compound activity as necessary.)
- LINE 14: OVERNIGHT-Prin. Maturing MM-DD Enter the principal amount of yesterday's Tribal overnight investment purchase to be received and encoded today.
- LINE 15: OVERNIGHT-Intr. Maturing MM-DD Enter the interest amount earned on yesterday's Tribal overnight investment purchase which will be received and encoded today.
- LINE 16: Weekly CD Cycle-Maturities Enter the "Availibility at Maturity" amount as provided by Investments on their weekly (Thursday) ACCOUNTS DISTRIBUTION sheets.
- LINE 17: Enter any other cash increases not yet encoded into the general ledger, (e.g., security maturities, collections, buyouts, rejects, etc.).
- LINE 18: SUBTOTAL This is a computed amount for lines 11 thru 17.
- SECTION D: LESS: UNENCODED/UNRECORDED ITEMS: This section takes into account those items which will decrease the general ledger cash balances when encoded.
- LINE 19: DISBURSEMENTS (for today) Enter the sum of today's scheduled disbursements (SF-1166: Voucher and Schedule of Payments).
- LINE 20: Weekly CD Cylce-Purchases Enter the "Total Amount of Investment" amount as provided by Investments on their weekly (Thursday) ACCOUNT DISTRIBUTION sheets.
- LINE 21: Enter any other cash decreases not yet encoded into the general ledger, (e.g., security or CD pruchases, etc.).
- LINE 22: SUBTOTAL: This is a computed amount for lines 19 thru 21.
- LINE 23: TOTAL TRIBAL FUNDS AVAILABLE: This is a computed amount, lines 5 + 10 + 18 - 22. This amount should be rounded to the next higher thousand dollar figure prior to submission to Investments.

OFFICE OF TRUST FUNDS MANAGEMENT  
B.I.A. DIVISION OF INCOME COLLECTIONS  
STATEMENT OF OVERNIGHT INVESTMENT TRIBAL FUNDS  
DATE: Month, Day, Year

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2  1. 100.00 - 100.00:
-----
3  BEGINNING BALANCE:                                0.00
4  FIELD Activity: incr(decr)                          1.00
5  FIN & MGMTNG Activity: incr(decr)                   0.00
6  INVESTMENTS Activity: incr(decr)                    0.00
-----
7  ENDING BALANCE:                                     0.00

8  MINERALS MANAGEMENT SERVICE:
-----
9  BEGINNING BALANCE:                                0.00
10 ADD: MMS (Daily Telefax)                          0.00
11 ADD: Prior Fax Adjustments                         0.00
12 LESS: SF-1081s Received & Encoded                 0.00
-----
13 ENDING BALANCE:                                     0.00

14 ADD: UNENCODED/UNRECORDED ITEMS:
-----
15 MM-DD EFTs                                          0.00
16 SF-349 Activity                                    0.00
17 Field Cash Collections Activity                   0.00
18 OVERNIGHTER-Prin. Maturing MM-DD                  0.00
19 OVERNIGHTER-Intr. Maturing MM-DD                  0.00
20 Weekly CD Cycle - Maturities                      0.00
21 MM-DD Other Increases                             0.00
22 MM-DD Other Increases                             0.00
23 MM-DD Other Increases                             0.00
-----
24 SUBTOTAL:                                          0.00

25 LESS: UNENCODED/UNRECORDED ITEMS:
-----
26 DISBURSEMENTS (for today)                        0.00
27 Weekly CD Cycle - Purchases                       0.00
28 MM-DD Other Decreases                             0.00
29 MM-DD Other Decreases                             0.00
30 MM-DD Other Decreases                             0.00
-----
31 SUBTOTAL:                                          0.00
-----
32 TOTAL TRIBAL FUNDS AVAILABLE:                      0.00
=====
  
```



TRANSFER OF FUNDS

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## TRANSFERS OF FUNDS

Funds are transferred between different ALCs (within the government) and between appropriations /fund groups (within the Bureau). The following are documents/methods used for movement of funds.

### DOCUMENTS

### FUNDS TRANSFERRED

SF 1081

To transfer funds from one government agency to another, ie. Minerals Management collects funds for the Bureau, this form is used to transfer the money to us.

BIA-4285/BF-349

Bureau's form to transfer funds from one fund group to another or from one appropriation to another within the same fund group, ie. funds deposited in IIM (fund group 6) transferred to Tribal (fund group 5) or transfer of funds from one activity to another in the judgment appropriations (9xxx/26xx).

In the first item, remember that each government agency is assigned its own unique ALC. Please refer to the sample forms in the package.

The bureau centralized the processing of the BIA-4285/BF 349 in September, 1988. Prior to this the areas were preparing and encoding this document. This office now reviews and approves all transfer of funds.

This BF-349 document is used to transfer tribal funds as follows:

1. from the original judgment award activity (2600) to a program activity such as 2610, 2601, etc.
2. from 9XXX/2610 per capita account to IIM special deposits for credit to minor's accounts.
3. from IIM special deposits 206.70 to Tribal 7XXX appropriation, funds not identifiable at collection point are placed in special deposits and when the owners are identified, funds are transferred to appropriate accounts.

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4. from Tribal appropriation (FG 5) for payment on a loan account (FG 1).
5. from Tribal appropriation (FG 5) to Miscellaneous Receipts-Treasury (FG 1).

Completed by.

8F/349 CHECKLIST

\*(Area Office)

\*\* (Albuquerque Office)

\*\*\* (Both Offices)

ITEMS	DESCRIPTION	DATES	AMOUNT	AO VERIFICATION	TPA VERIFICATION
AREA/AGENCY	M40/M45			ce	—
REFERENCE NUMBER (BB#)	1003			ce	—
PROPOSED EFFECTIVE DATE (Allow 5 working days for mailing) (Proposed effective date is final unless contacted by TPA)	12/05/90			ce	—
DOCUMENT AMOUNT (8F/349)			\$14,946,667.00	ce	—
TRIBAL TREASURY BALANCE		NA	NA		
AMOUNT OF INVESTED FUNDS TO BE USED FOR THIS 8F/349			NA		
DATE INVESTED FUNDS MATURE					
IIN ACCOUNT BALANCE VERIFIED BY (Disbursements from IIN must be verified by a Disbursing Officer as having funds available)					
APPROVAL SIGNATURE VERIFIED BY				ce	—
PREPARATION OF CODE SHEET VERIFIED BY					
DATE ENCODED					
DAILY INPUT REGISTER VERIFIED BY		12/20/90			✓
COMPLETED TRANSACTION DATE		12/18/90			✓
COMPLETED DOCUMENT COPY MAILED TO AREA OFFICE					

Remarks:

DO NOT CHANGE EFFECTIVE DATE.

DEC 18 1990

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REPORTS

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1. Summary of Trust Funds (Cash Basis)

By Area/Agency and Tribal Code    Title  
By Appropriation - Appropriation Title

Reports for seven (7) thousand series appropriations (7XXX)  
are by appropriation

Reports for nine (9) thousand series appropriations (9XXX)  
are by appropriation and by activity

Report consists of two (2) sections:

Section I = Total cash and investments owned

- Line 1. Total cash and investments brought forward at the beginning of the F.Y., i.e., from September 30th to October 1st.
- Line 2. Total receipts collected from October 1 through current period (entered into system).
- Line 3. Total expenditures paid from October 1 through current period (entered into system). Investments are included in this line as expenditures.
- Line 4. Current year net increase or decrease in Investments.
- Line 5. Total cash and investments.

Section II = Where are funds that are owned (Status of Funds)

- Line 1. A. Allotted funds - funds authorized for expenditure  
B. Obligations not disbursed yet - accounts payable, undelivered orders minus accounts receivable and advances.
- Line 2. Unallotted funds - U.S. Treasury funds received and not yet authorized for expenditures.
- Line 3. Investments - cumulative.
- Line 4. Total cash and investments. Total amount in this line must agree with line 5, Section I above.

## 2. Detail of Trust Funds

### Section I - Cash and investments Owned

Line 1. Same as Line 1, Section I of Summary of Trust Funds.

Line 2. Total increase in trust balance - receipts report shows detail deposits from October 1 to current period by date received, document number and income codes (see attached listing of income codes) and amount.

Line 3. Total reduction in trust balances - expenditure report shows detail expenditures that occurred from October 1 through current period by date, document number, cost code (element component) and amount.

Line 4. Increase or decrease in investments. This line represents the net amount invested during the fiscal year.

Line 5. Total cash and investments.

## 3. Summary of all Appropriations and Activities